



U.S. AIR FORCE



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***I n t e g r i t y - S e r v i c e - E x c e l l e n  
c e***

## **Modifications**

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**Date:** ***29 Mar 2007***

**Email:**

**Phone:** ***325-654-3994***

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# Objectives



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- Definitions
- FAR References
- Unilateral Modifications
- Bilateral Modifications
- Modification Authority Chart
- Extensive tutorial



# Definitions



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- A unilateral modification is a contract modification signed only by the contracting officer ([FAR 43.103\(b\)](#)).
- A bilateral modification is a contract modification that is signed by both the contractor and the contracting officer ([FAR 43.103\(a\)](#)).



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# Unilateral Modifications



- Signed only by the Contracting Officer.
- Effective date is the date it is issued.
  - The date signed by the Contracting Officer should be the same as the effective date.
- For a unilateral modification to be placed into effect it must change hands.



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# Unilateral Modifications Cont.



- Making administrative changes (correction of typographical errors, accounting and appropriation data, paying office, mailing address) that do not affect the substantive rights of the parties.
  - Standard form 30, block 13B applies. No authority needs to be cited.
- Issuing change orders under the authority of the applicable “changes” clause.
  - Standard form 30, block 13A applies. Cite the appropriate changes clause as authority.



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# Unilateral Modifications Cont.



- Issuing termination notices (T for C/D).
- Exercising options.
- Suspension of work/stop work notices.
  - Standard form 30, block 13D applies. Cite the appropriate contract clause as authority.



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# Bilateral/ Supplemental Mods



## Commercial Modification (Continued)

- IAW 52.212-4 (c)
  - *Changes.* “Changes in the terms and conditions of this contract may be made only by written agreement of the parties.”



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# Bilateral/ Supplemental Mods



- Making changes within the general scope of the contract as authorized by various clauses or provisions within the contract.
- Cite the appropriate clause in Block 13C of the SF30.
- Typical citations and examples:
  - Changes clause for changes in specs/SOW, delivery, work hours, materials, etc.
  - Default clause for time extensions agreed as result of un-excusable contractor delays.
  - Disputes clause for funding payment as result of claims.





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# Bilateral/ Supplemental Mods



- Option clause for extending the term of contract when other changes are also being made that require contractor agreement.
- Excusable delays clause for time extensions when contractor delays are beyond the contractor's control.
- Differing site conditions clause for equitable adjustment in price/time of performance.
- Suspension of work clause for adjustment of price as result of CO unreasonable delay actions.



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# Bilateral/ Supplemental Mods



- Government delay of work clause for adjustment in price/delivery as result of CO unreasonable delay actions.
- Termination for convenience clause for funding negotiated settlement.
- Fair labor standards act and service contract act – price adjustment clause for funding price adjustment as a result of a change in wage determination.



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# PD2 MODIFICATIONS



## Basic Rules of Contracting

### ■ Can a modification document stand on its own?

- No, there must be a MFR and/or other supporting documentation in the file.
- There should be something requesting the change
- If it has something to do with pricing, there should be documentation as to the reasonableness of the price change
- There should generally be coordination with the customer
- These records should be in both the soft copy in PD<sup>2</sup> and the hardcopy file



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# Modification Authorities



- The following table is a guide for buyers and COs to help determine the appropriate authority for modification issuance. The specific facts surrounding the individual modification should always be analyzed. The general rule is to cite the explicit authority, which is that authority expressly written into the contract, before citing a more general authority such as Title 10 USC chapter 137 General Modification Authority.



# Modification Authorities



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<b>Modification Subject</b>	<b>Authority</b>
<b>Award fee, payment of</b>	Award Fee Clause in Section H
<b>Base support, the furnishing of</b>	AFMC FARS 52.245-9004 Base Support
<b>Data, adding of (within the limits of the J&amp;A)</b>	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
<b>Data, changing or revising</b>	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
<b>Defects in supplies, correction of</b>	Warranty clause or Correction of Deficiency Clause in Section H
<b>Defective cost or pricing data, price reduction for</b>	FAR 52.215-10 Price Reduction for Defect Cost or Pricing Data or 52.215-11 Price Reduction for Defective Cost or Pricing Data--Modifications
<b>Definitization of a Change Order</b>	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
<b>Definitization of a Letter Contract</b>	FAR 52.216-25 Contract Definitization
<b>Delivery, change in the place of</b>	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
<b>Delivery, schedule extension (CR)</b>	FAR 52.249-14 Excusable Delays
<b>Delivery, schedule extension (FP)</b>	FAR 52.242-17 Government Delay of Work or 52.249-8 Default Fixed-Price Supply and Service



# Modification Authorities



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<b>Designs, drawings, specification, and SOW, change in</b>	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
<b>Drawings, designs, specification, and SOW, change in</b>	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
<b>ECP, incorporation of</b>	FAR 52.243-1 Changes--Fixed Price, 52.243-2 Changes--Cost Reimbursement, or 52.243-3 Changes Time-and- Material or Labor-Hour
<b>Economic Price Adjustment (EPA)</b>	FAR 52.216-2 Economic price Adjustment--Standard Supplies 52.216-3 Economic Price Adjustment--Semistandard Supplies 52.216-4 Economic Price Adjustment--Labor and Material
<b>Funding an overrun (fully funded cost reimbursement (CR) contract)</b>	FAR 52.232-20 Limitation of Cost
<b>Funding, increase of (fixed-price contract)</b>	DFARS 252.232-7007 Limitation of Government's Obligation
<b>Funding, increase of (incrementally funded CR contract)</b>	FAR 52.232-22 Limitation of Funds
<b>GFP (Government Furnished Property), disposition of</b>	FAR 52.245-4 thru 7
<b>GFP, increase or decrease of</b>	FAR 52.245-4 thru 7
<b>GFP, replacement of</b>	FAR 52.245-4 thru 7
<b>GFP, repair of</b>	FAR 52.245-4 thru 7
<b>Incentive price revision (FPIF), final price revision or funding to ceiling</b>	FAR 52.216-16 Incentive Price Revision--Firm Target



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# Modification Authorities



<b>Incentive price revision (FPIS), establishing a firm-fixed price or firm targets</b>	<a href="#">FAR 52.216-17 Incentive Price Revision--Successive Targets</a>
<b>Make or buy program, changes in</b>	<a href="#">FAR 52.215-9 Changes or Additions to Make-or-Buy Program</a>
<b>New work, requiring J&amp;A</b>	Cite the appropriate exemption to CICA ( <a href="#">10 U.S.C. 2304 (c) (1) thru (7)</a> )
<b>Option, exercise of (IAW contract, unilateral)</b>	<a href="#">FAR 52.217-6 Option for Increased Quantity</a> , <a href="#">52.217-7 Option for Increased Quantity--Separately-Priced Line Item</a> , <a href="#">52.217-8 Option to Extend Services</a> , or <a href="#">52.217-9 Option to Extend the Term of the Contract</a>
<b>Option, exercise of (not IAW contract, bilateral)</b>	Cite the appropriate exemption to CICA ( <a href="#">10 U.S.C. 2304 (c) (1) thru (7)</a> )
<b>Other Modifications, not explicitly authorized under the contract</b>	<a href="#">TITLE 10 USC Chapter 137, General Modification Authority.</a>
<b>Packing or shipment, change in the method of</b>	<a href="#">FAR 52.243-1 Changes--Fixed Price</a> , <a href="#">52.243-2 Changes--Cost Reimbursement</a> , or <a href="#">52.243-3 Changes Time-and- Material or Labor-Hour</a>



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# Modification Authorities



<b>Progress payments, adding after award</b>	<a href="#">FAR 52.232-16 Progress Payments</a>
<b>Progress payments, increasing rate or liquidation rate</b>	<a href="#">FAR 52.232-16 Progress Payments</a>
<b>Shipment or packing, change in the method of</b>	<a href="#">FAR 52.243-1 Changes--Fixed Price</a> , <a href="#">52.243-2 Changes--Cost Reimbursement</a> , or <a href="#">52.243-3 Changes Time-and- Material or Labor-Hour</a>
<b>SOW, specification, designs, and drawings, change in</b>	<a href="#">FAR 52.243-1 Changes--Fixed Price</a> , <a href="#">52.243-2 Changes--Cost Reimbursement</a> , or <a href="#">52.243-3 Changes Time-and- Material or Labor-Hour</a>
<b>Specification, designs, drawings, and SOW, change in</b>	<a href="#">FAR 52.243-1 Changes--Fixed Price</a> , <a href="#">52.243-2 Changes--Cost Reimbursement</a> , or <a href="#">52.243-3 Changes Time-and- Material or Labor-Hour</a>
<b>Stop Work</b>	<a href="#">FAR 52.242-15 Stop-Work Order</a>
<b>Termination for Convenience</b>	<a href="#">FAR 52.249-1 thru 7</a>
<b>Termination for Default</b>	<a href="#">Far 52.249-8 thru 10</a>
<b>Value Engineering Change Proposal (VECP), incorporation of</b>	<a href="#">FAR 52.248-1 Value Engineering</a> , <a href="#">52.248-2 Value Engineering--Architect-Engineer</a> , or <a href="#">52.248-3 Value Engineering--Construction</a>





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# PD2 MODIFICATIONS



1. Highlight Order

Procurement Desktop - Defense - [FA3030-04-P-0102 Laser Printer]

File Edit Procurement Reference Utilities Window Help

Number De

FUTSDI  
Attachment

ABSTF  
Attachment

FA3030  
Attachment

DEBA  
Attachment

FA3030  
Attachment

CCR  
Attachment

FA3030  
Attachment

Forec  
Attachment

FA3030  
Attachment

RFQ2  
Attachment

FA3030  
Attachment

RFQ3  
Attachment

FA3030  
Attachment

RFQ4  
Attachment

FA3030  
Attachment

RFQ  
Attachment

FA3030  
Attachment

Commercial Contract Award  
Commercial Contract Award

FA3030-04-P-0102  
Contract Completion Statement

FA3030-04-P-0102  
Award checklist

08 FEB 06 14:45  
dbailey

08 FEB 06 14:45  
dbailey

08 FEB 06 14:45  
dbailey

Ready

October 11, 2006 5:57 PM

Start | Inbox - Microsoft Outlook | \\gdf-fs-005\17msg\17C... | Procurement Desktop ... | Document1 - Microsoft W... | 5:58 PM

Requirements  
Pre-Award / Award  
Post-Award  
Validate Funds...  
Generate Document... Ctrl+G  
Approvals...  
Release  
Estimate, Proposal, and Negotiation  
Milestone Plan  
Checklist...  
Contract Distribution List...  
CBD Announcement...  
Correspondence Log...  
Memorandum of Agreement... Attachment  
Analyze...  
Customer Feedback Form...  
EDI Transmit...  
DD 1057 Feeder Information...  
Tracking Codes...  
Document Chain Information...  
Document Rename/Renumber...  
Reports...  
Workload Management...  
Automatic Assignment  
User Workload...

Modification  
Modification Linking...  
Multiple Contracts Modification...  
Orders  
Agreement Orders/Contracts  
BPA Call...  
Imprest Fund Management...  
Award Status...  
Agreement Status...  
Vendor Performance...  
Audit Tracking...  
Vendor Dispute Tracking...  
Closeout  
Termination  
No Cost Cancellation  
Agreement Discontinuation  
Contract Data Cover Sheet...  
Delivery  
Discrepancy Report  
Payment Request  
Payment  
Tracking Source...

2. Click on Procurement

3. Click on Post Award

4. Click on Modification



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# PD2 MODIFICATIONS

## \*Zero Defect\*

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

UnNamed - 1

SF30 1-10 SF30 13-16 SF1449 1-16 SF1449 17-26 SF1449 27-31 Clauses

Create New Commercial Award Modification

Number: FA3030 - 04 - P - 0102 - U 00001

Description: Price and Del Dt Change

Reason for Modification:  
See Schedule

OK Cancel

Details... Add

CODE FACILITY CODE Add

108. DATED (\$SEE ITEM 13)

Folder  
Committee Reviews 02 SEP 05 19:05 drasmuss  
Folder  
New PRs 10 JUN 05 16:09 dbailey

Ready October 11, 2006 5:58 PM

Start | Inbox - Microsoft Outlook | \\gdf-fs-005\17msg\17C... | Procurement Desktop ... | Document1 - Microsoft W... | 5:59 PM

Name your document



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# PD2 MODIFICATIONS



1. Add Issued by
2. Fill in FA3030
3. Find the CO
4. Click on name
5. Click on Select

The screenshot displays the 'Procurement Desktop - Defense' application. The main window is titled 'Commercial Award Modification - FA3030-04-P-0102'. It contains several tabs: 'SF30 1-10', 'SF30 13-16', 'SF1449 1-16', and 'SF1449 1-16'. The 'SF30 1-10' tab is active, showing a form with fields for '2. AMENDMENT/MODIFICATION NO. U00001', '4. REQUISITION/PURCHASE REQ. NO. FUTSDR420124', '6. ISSUED BY', and '7. ADM'. The '6. ISSUED BY' field is highlighted, and the 'Details...' button is visible. The 'Address Search' window is open, showing a search criteria of 'FA3030%' and 'Address Type' set to 'Issuing Office Address'. The search results are displayed in a table with columns: 'Address', 'Phone Number', and 'Approved'. The table lists several entries for '17TH CONTRACTING SQUADRON - FA3030' and 'DODAAD/UIC/DODAAH'. The 'Select' button is visible at the bottom of the search window. The taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, Procurement Desktop, Document1 - Microsoft Word), and the system clock (October 11, 2006 5:59 PM).

Address	Phone Number	Approved
FA3030 210 SCHERZ BLVD SHARON.AVERILL@GOODFELLOW.AF.MIL GOODFELLOW AFB, TX 76908-4705	(325) 654-3816	<input checked="" type="checkbox"/>
FA3030 210 SCHERZ BLVD JONATHAN.WOOD@GOODFELLOW.AF.MIL GOODFELLOW AFB, TX 76908-4705	(325) 654-5134	<input checked="" type="checkbox"/>
FA3030 210 SCHERZ BLVD BRENTON.DUMAS@GOODFELLOW.AF.MIL GOODFELLOW AFB, TX 76908-4705	(325) 654-3816	<input checked="" type="checkbox"/>
FA3030 210 SCHERZ BLVD ROGER.SEWALL@GOODFELLOW.AF.MIL GOODFELLOW AFB, TX 76908-4705	(325) 654-5135	<input checked="" type="checkbox"/>
FA3030 210 SCHERZ BLVD DIANE.RASMUSSEN@GOODFELLOW.AF.MIL GOODFELLOW AFB, TX 76908-4705	(325) 654-3814	<input checked="" type="checkbox"/>



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# PD2 MODIFICATIONS



1. Generally the CO
2. Click OK

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Commercial Av

SF30 1-10

AMENDM

2. AMENDMENT/MO

4. REQUISITION/PU  
FUTSDR420124

6. ISSUED BY  
17TH CONTRACTING

Address Layout Details

Layout Name: Standard (U.S.)

17TH CONTRACTING SQUADRON -FA3030  
210 SCHERZ BLVD  
DIANE.RASMUSSEN@GOODFELLOW.AF.MIL  
GOODFELLOW AFB TX 76908-4705

OK  
Cancel

Details... Add

Details... Add

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

FORCE 3

Details... Delete

CODE 0TC64

FACILITY CODE

Add

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.  
FA3030-04-P-0102

10B. DATED (SEE ITEM 13)  
24-AUG-2004

Folder

Committee Reviews

Folder

New PRs

Folder

02 SEP 05 19:05  
drasmuss

10 JUN 05 16:09  
dbailey

Ready

October 11, 2006 6:00 PM

Start

Inbox - Microsoft Outlook

\\gdf-fs-005\17msg\17C...

Procurement Desktop ...

Document1 - Microsoft W...

6:01 PM



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# PD2 MODIFICATIONS



1. Fill in Administered By
2. Click on Add
3. Fill in FA3030
4. Find the correct name
5. Click on Select

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Commercial Award Modification - FA3030-04-P-0102-U00001

SF30 1-10 SF30 13-16 SF1449 1-16 SF1449 17-26 SF1449 27-31 Clauses

DEPARTMENT OF DEFENSE  
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE PAGE OF PAGES  
J 1

2. AMENDMENT/MODIFICATION NO. U00001

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO. FUTSDR420124

5. PROJECT NO. (if applicable)

6. ISSUED BY FA3030  
17TH CONTRACTING SQUADRON - FA3030

7. ADMINISTERED BY (if other than item 6)

See Item 6

Details... Delete

Details... Add

8. NAME AND ADDRESS OF CONTRACTOR (No., street, c  
FORCE 3

CODE OTC64 FACILITY CODE

Folder Committee Reviews

Folder New PRs

Address Search

Search Criteria FA3030%

Address Type Administering Office

Search By

☐ Organization Name ☒ DODAAD/UIC/DODAA ☐ City ☐ ZIP Code ☐ CAGE Code

☐ Contact Name ☐ Local Code ☐ State ☐ Phone Number ☐ Geographic Region

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Other

17TH CONTRACTING SQUADRON - FA3030

DODAAD/UIC/DODAA	Local Code	Phone Number	Approved
FA3030	LGCBO0	(325) 654-3994	<input type="checkbox"/>
210 SCHERZ BLVD LIDIA.IYASSU@GOODFELLOW.AF.MIL	GOODFELLOW AFB, TX	76908-4705	<input type="checkbox"/>
FA3030	LGCBO0	(325) 654-4547	<input checked="" type="checkbox"/>
210 SCHERZ BLVD CHRISTINA.GUNDERMAN@GOODFELLOW.AF.MIL	GOODFELLOW AFB, TX	76908-4705	<input checked="" type="checkbox"/>
FA3030	LGCPO0	(325) 654-4423	<input checked="" type="checkbox"/>
210 SCHERZ BLVD SAMUEL.HUTCHINS@GOODFELLOW.AF.MIL	GOODFELLOW AFB, TX	76908-4705	<input checked="" type="checkbox"/>
FA3030	LGCPO0	(325) 654-3816	<input checked="" type="checkbox"/>
210 SCHERZ BLVD SHARON.AVERILL@GOODFELLOW.AF.MIL	GOODFELLOW AFB, TX	76908-4705	<input checked="" type="checkbox"/>
FA3030	LGCPO0	(325) 654-3816	<input checked="" type="checkbox"/>
210 SCHERZ BLVD BRENTON.DUMAS@GOODFELLOW.AF.MIL	GOODFELLOW AFB, TX	76908-4705	<input checked="" type="checkbox"/>

Search Select New New Address Cancel

Ready October 11, 2006 6:00 PM

Start Inbox - Microsoft O... \\gdf-fs-005\17ms... Procurement De... Document1 - Micro... 6:01 PM



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# PD2 MODIFICATIONS



1. If correct
2. Click OK

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Commercial Award Modification - FA3030-04-P-0102

SF30 1-10 SF30 13-16 SF1449 1-16 SF1449 13-16

DEPARTMENT OF DEFENSE  
AMENDMENT OF SOLICITATION/MODIFICATION OF

2. AMENDMENT/MODIFICATION NO. U00001

4. REQUISITION/PURCHASE REQ. NO.  
FUTSDR420124

6. ISSUED BY FA3030  
17TH CONTRACTING SQUADRON -FA3030

Details... Delete

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  
FORCE 3

Details... Delete

CODE OTC64 FACILITY CODE Add

9A. AMENDMENT OF SOLICITATION NO.  
☐

9B. DATED (SEE ITEM 11)  
☐

10A. MODIFICATION OF CONTRACT/ORDER NO.  
FA3030-04-P-0102

10B. DATED (SEE ITEM 13)  
☒ 24-AUG-2004

Address Layout Details

Layout Name: Standard (U.S.)

17TH CONTRACTING SQUADRON -FA3030  
210 SCHERZ BLVD  
BRENTON DUMAS@GOODFELLOW.AF.MIL  
GOODFELLOW AFB TX 76908-4705

OK Cancel

Folder Committee Reviews

Folder New PRs

02 SEP 05 19:05  
drasmuss

10 JUN 05 16:09  
dbailey

Ready October 11, 2006 6:01 PM

Start | Inbox - Microsoft O... | \\gdf-fs-005\17ms... | Procurement De... | Document1 - Micro... | 6:02 PM



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# PD2 MODIFICATIONS



1. Shift double Click for date  
- Double click date

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Comm SF30 1 OCT 2006 A3030-04-P-0102-U00001

49 1-16 SF1449 17-26 SF1449 27-31

1. CONTRACT ID CODE PAGE OF PAGES  
MODIFICATION OF CONTRACT J 1

2. AMEN 3. EFFECTIVE DATE

4. REQU 22 23 24 25 26 27 28 5. PROJECT NO. (if applicable)

FUTSDF 29 30 31

6. ISSU 30 7. ADMINISTERED BY (if other than item 6) FA3030

17TH CONTRACTING SQUADRON -FA3030 17TH CONTRACTING SQUADRON -FA3030

Details... Delete Details... Delete

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) 9A. AMENDMENT OF SOLICITATION NO.

FORCE 3

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO. FA3030-04-P-0102

10B. DATED (SEE ITEM 13) 24-AUG-2004

CODE OTC84 FACILITY CODE Add

Folder 02 SEP 05 19:05 drasmuss

Folder Committee Reviews

Folder 10 JUN 05 16:09 dbailey

Folder New PRs

Ready October 11, 2008 6:01 PM

Start | Inbox - Microsoft O... | \\gdf-fs-005\17ms... | Procurement De... | Document1 - Micro... | 6:02 PM



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# PD2 MODIFICATIONS



1. “X” the correct block
2. Fill in the the authority for the mod
3. Check Block E and # of copies you want back
4. Fill in Block 14 generally with “See Schedule”

The screenshot displays the 'Procurement Desktop - Defense' application window. The main form is titled 'Commercial Award Modification - FA3030-04-P-0102-U00001'. It features a menu bar (File, Edit, Line Items, Document Options, Window, Help) and a toolbar with various icons. The form is divided into several sections:

- Block 13:** 'THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.' It contains four checkboxes: A (checked), B, C, and D.
- Block E:** 'IMPORTANT: Contractor [ ] is not [X] is required to sign this document and return [ ] copies to the issuing office.'
- Block 14:** 'DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)' It contains the text 'See Schedule'.
- Block 15A:** 'NAME AND TITLE OF SIGNER'.
- Block 15B:** 'CONTRACTOR/OFFEROR'.
- Block 15C:** 'DATE SIGNED'.
- Block 15D:** 'NAME AND TITLE OF CONTRACTING OFFICER'.
- Block 15E:** 'DATE SIGNED'.

At the bottom of the form, there is a table with two columns: 'Folder' and 'Date'. The table contains two rows of data:

Folder	Date
Committee Reviews	02 SEP 05 19:05 drasmuss
New PRs	10 JUN 05 16:09 dbailey

The Windows taskbar at the bottom shows the date and time as 'October 11, 2006 6:02 PM' and the system tray shows the time as '6:03 PM'.





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# PD2 MODIFICATIONS



1. Go to the part of the order you need to change

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Commercial Award Modification - FA3030-04-P-0102-U00001

SF30 1-10 SF30 13-16 SF1449 1-16 **SF1449 17-26** SF1449 27-31 Clauses

17a. CONTRACTOR/OFFEROR CODE <b>OTC84</b> <b>FORCE 3</b>	18a. PAYMENT WILL BE MADE BY CODE <b>F60700</b> <b>DFAS-SA/P</b>												
<b>Details...</b> <b>Delete</b>	<b>Details...</b> <b>Delete</b>												
FACILITY CODE <b>Add</b>													
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>	18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM												
Values may be rounded for display purposes.													
<table border="1"><thead><tr><th>Item/Subitem Number</th><th>Description</th><th>Quantity</th><th>Unit of Issue</th><th>Unit Cost</th><th>Total Cost</th></tr></thead><tbody><tr><td>2400</td><td>ADP COMPONENTS</td><td>1</td><td>Each</td><td>3,995.00</td><td>3,995.00</td></tr></tbody></table>		Item/Subitem Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost	2400	ADP COMPONENTS	1	Each	3,995.00	3,995.00
Item/Subitem Number	Description	Quantity	Unit of Issue	Unit Cost	Total Cost								
2400	ADP COMPONENTS	1	Each	3,995.00	3,995.00								
25. ACCOUNTING AND APPROPRIATION DATA <b>See Schedule</b>													
26. TOTAL AWARD AMOUNT \$3,995.00													

Folder  
Committee Reviews  
Folder  
New PRs  
Folder

02 SEP 05 19:05  
drasmuss  
10 JUN 05 16:09  
dbailey

Ready October 11, 2006 6:03 PM

Start | Inbox - Microsoft O... | Wgdf-fs-005\17ms... | Procurement De... | Document1 - Micro... | 6:04 PM



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# PD2 MODIFICATIONS



First we are  
doing a  
Delivery date  
change.

Then we will do  
a  
Unit price  
change.

- Click on  
Delivery

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Line Item Detail Modifications

Detail Description Pricing Funding Shipping Payment Local Info

Line Item Number: 2400 Contract Type: FFP IDC Type: N/A Hand Carry: ☐

NSN: 7050-CO-MPO-NENT CLIN Type: Priced Info Only

Description: ADP COMPONENTS

Extended Description: PRINTER, COLOR LED, 120 V (ENGLISH)  
MFR: OKIDATA MODEL: C9500DNX  
P/N: 62417607

Item Information	Quantity	Unit Price	Line Item Cost
Amount of Mod.	1.00	3,995.00	3,995.00
	0.00	0.00	0.00
<b>New Totals</b>	<b>1.00</b>	<b>3,995.00</b>	<b>3,995.00</b>

Unit of Issue: Each Options: Opt # Cost Constraint

Stepladder Pricing: ☐ Test Type: No Test Exhibit: ☐ Include Sublines: ☐

Template: FFP N/A - Default

Global Chg Test Info Delivery

CLIN Add Insert SubCLIN Add Insert Delete Associate OK Cancel

Folder Committee Reviews 02 SEP 05 19:05 drasmuss

Folder New PRs 10 JUN 05 16:09 dbailey

Ready October 11, 2006 6:03 PM

Start | Inbox - Microsoft O... | Wgdf-fs-005\17ms... | Procurement De... | Document1 - Micro... | 6:04 PM

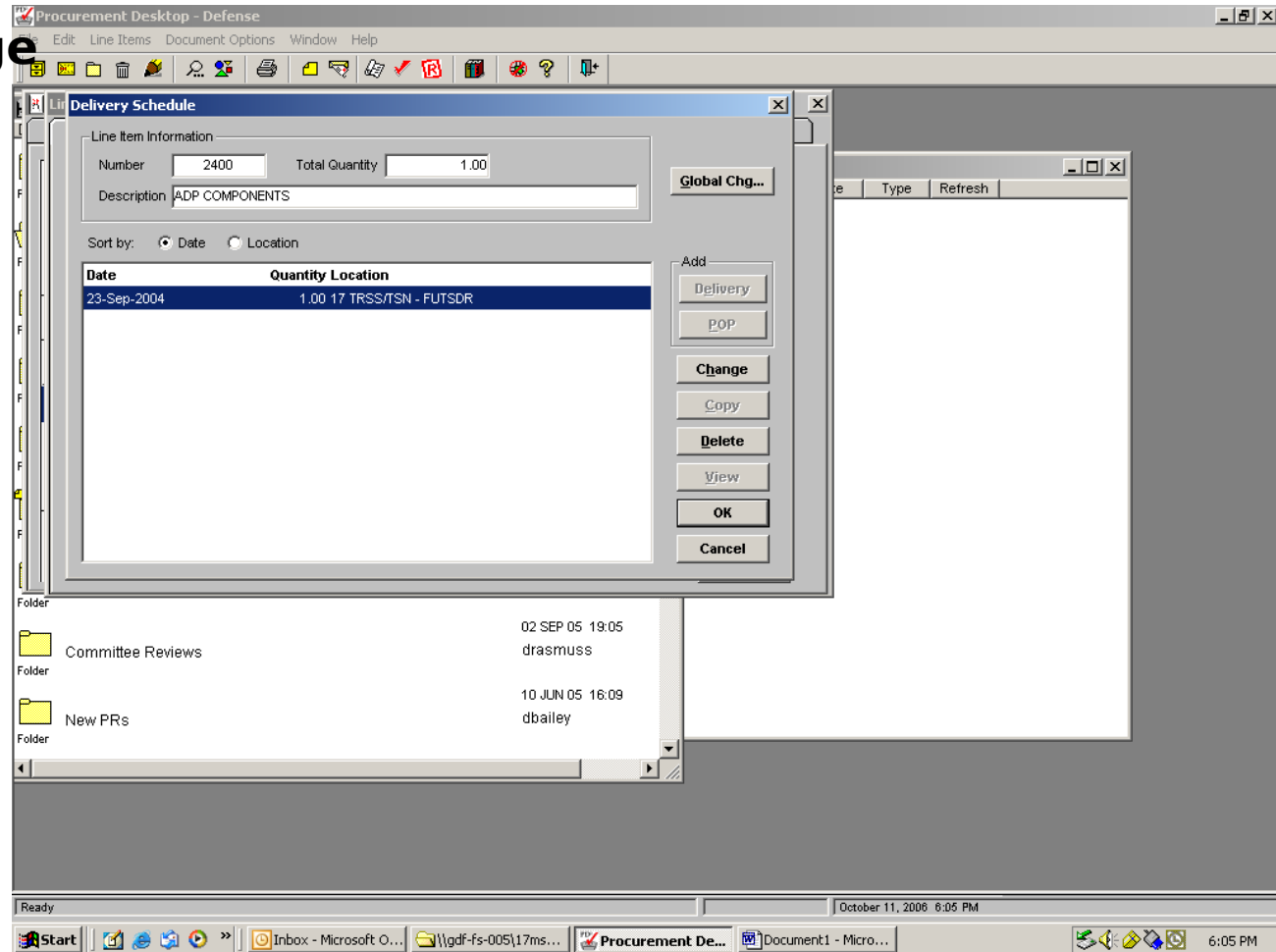


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# PD2 MODIFICATIONS



## 1. Click on change





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# PD2 MODIFICATIONS



1. **Shift double click on the date**
2. **Double click on new date**
3. **Click OK**

The screenshot shows the 'Procurement Desktop - Defense' application window. A calendar for October 2006 is open, showing the date 11th selected. The main form displays the following information:

- Total Quantity:** 1.00
- Description:** ADP COMPONENTS
- Quantity:** 1.00
- Address:** 17 TRSS/TSN - FUTSDR
- CODE:** FUTSDR

Buttons at the bottom of the form include 'Details...', 'Delete', 'OK', and 'Cancel'. The taskbar at the bottom shows the Start button and several open applications: 'Inbox - Microsoft O...', 'Wgdf-fs-005\17ms...', 'Procurement De...', and 'Document1 - Micro...'. The system clock indicates 'October 11, 2006 6:05 PM'.

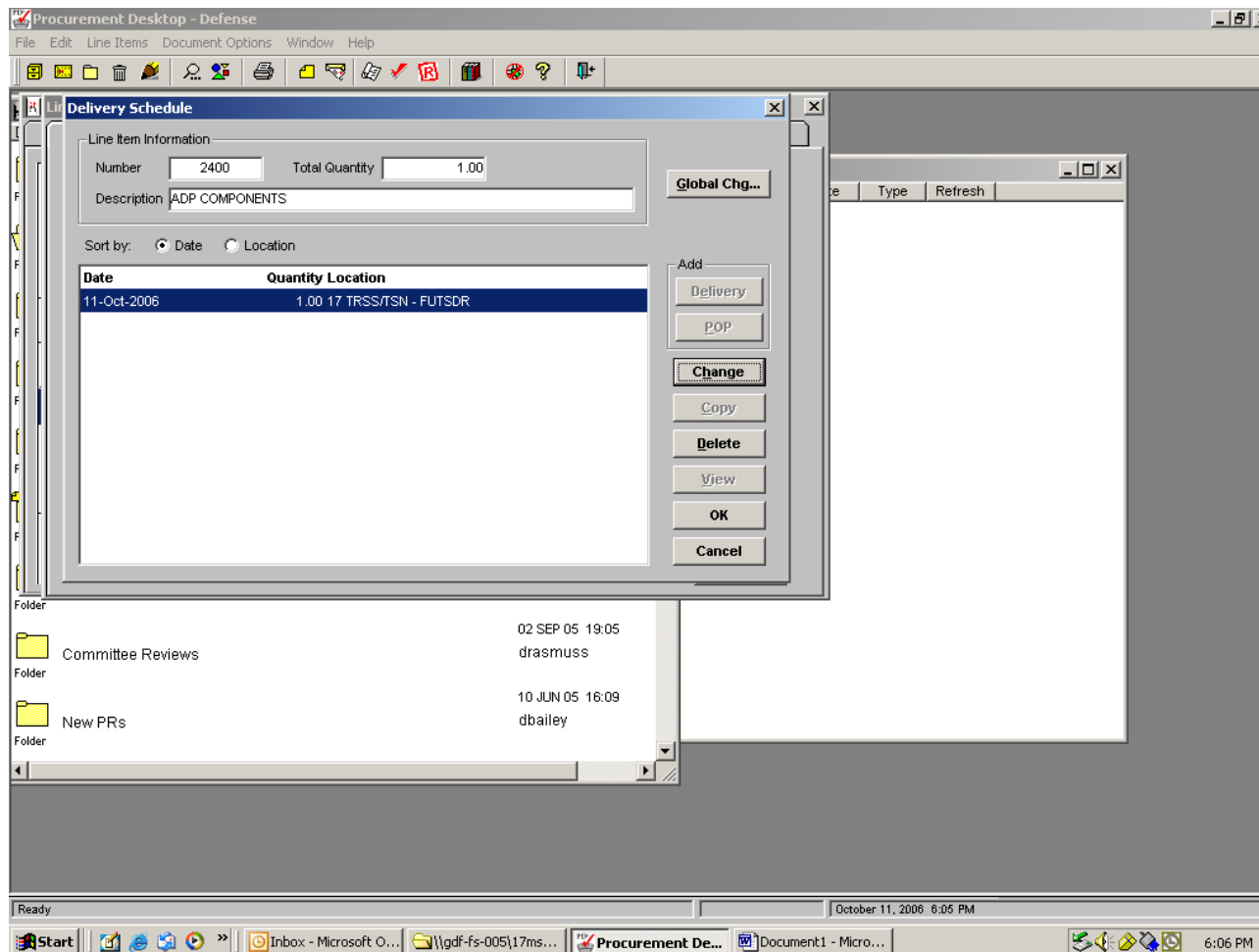


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# PD2 MODIFICATIONS



1. If correct
2. Click OK





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# PD2 MODIFICATIONS



Then we will do a  
Unit price change

- Put the amount of the change in the middle block
2. Tab and you will get the change
  3. Click OK

Procurement Desktop - Defense

File Edit Line Items Document Options Window Help

Line Item Detail Modifications

Detail Description Pricing Funding Shipping Payment Local Info

Line Item Number: 2400 Contract Type: Change IDC Type: N/A Hand Carry: ☐

NSN: Search 7050-CO-MPO-NENT CLIN Type: Priced Info Only

Description: ADP COMPONENTS

Extended Description: PRINTER, COLOR LED, 120 V (ENGLISH)  
MFR: OKIDATA MODEL: C9500DNX  
P/N: 62417607  
Includes shipping

Item Information	Quantity	Unit Price	Line Item Cost
Amount of Mod.	1.00	3,995.00	3,995.00
	0.00	50.00	0.00
New Totals	1.00	3,995.00	3,995.00

Unit of Issue: Each Options: Opt # Cost Constraint

Stepladder Pricing: ☐ Test Type: No Test ☐ Exhibit ☐ Include Sublines

Template: FFP N/A - Default

Global Chg Test Info Delivery

CLIN Add Insert SubCLIN Add Insert Delete Associate OK Cancel

Folder Closeout 16 SEP 05 13:17 dbailey

Folder Committee Reviews 02 SEP 05 19:05 drasmuss

Ready October 11, 2006 6:06 PM

Start Inbox - Microsoft Outlook \\gdf-fs-005\17msg\17C... Procurement Desktop... Document1 - Microsoft W... 6:07 PM



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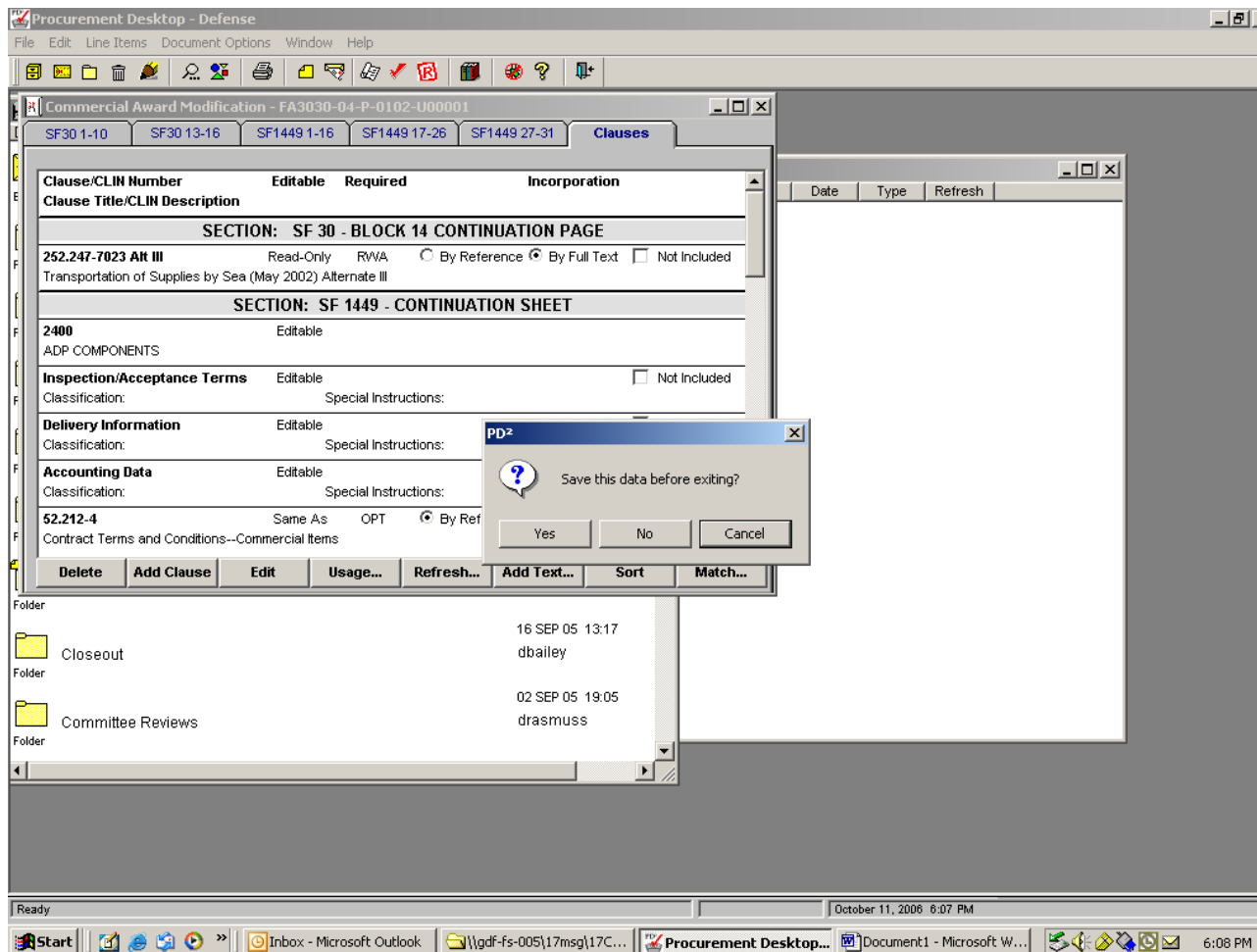
# PD2 MODIFICATIONS



If all is good.

- Close out of your document and **SAVE**

2. Click on the **Yes**



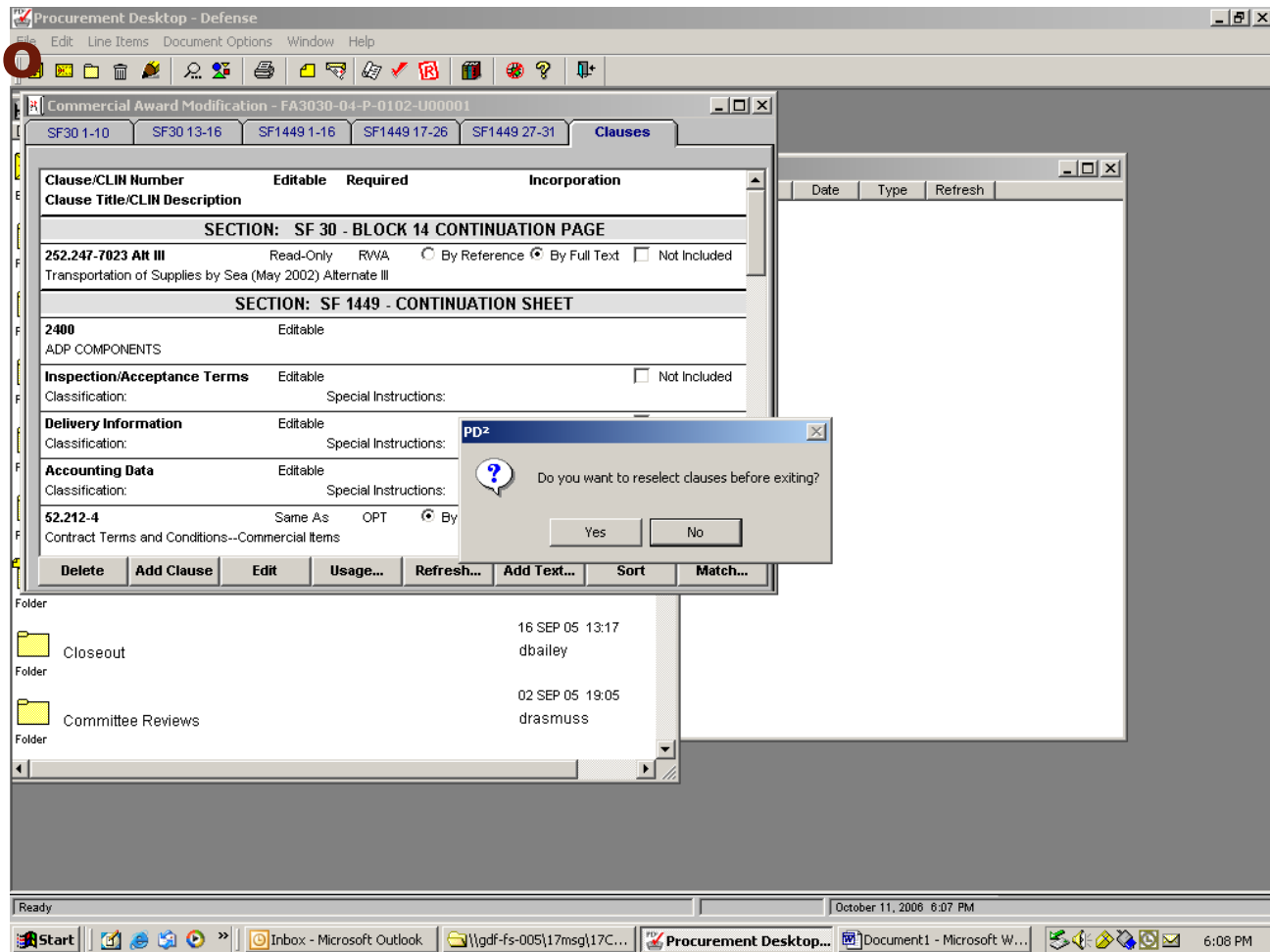


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# PD2 MODIFICATIONS



## 1. Click on the **No**





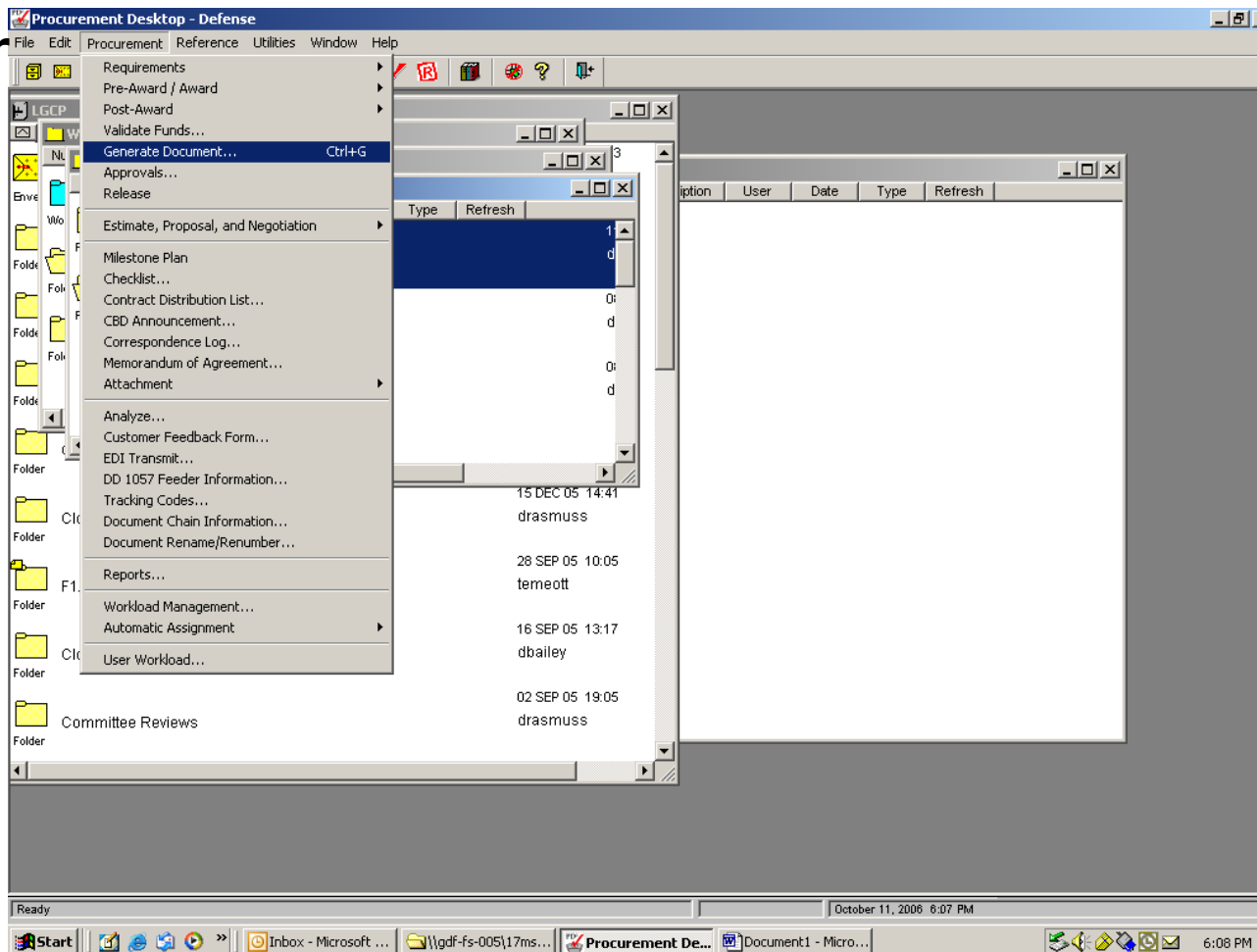


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# PD2 MODIFICATIONS



1. Highlight your document
2. Click on Procurement
3. Click on Generate Document



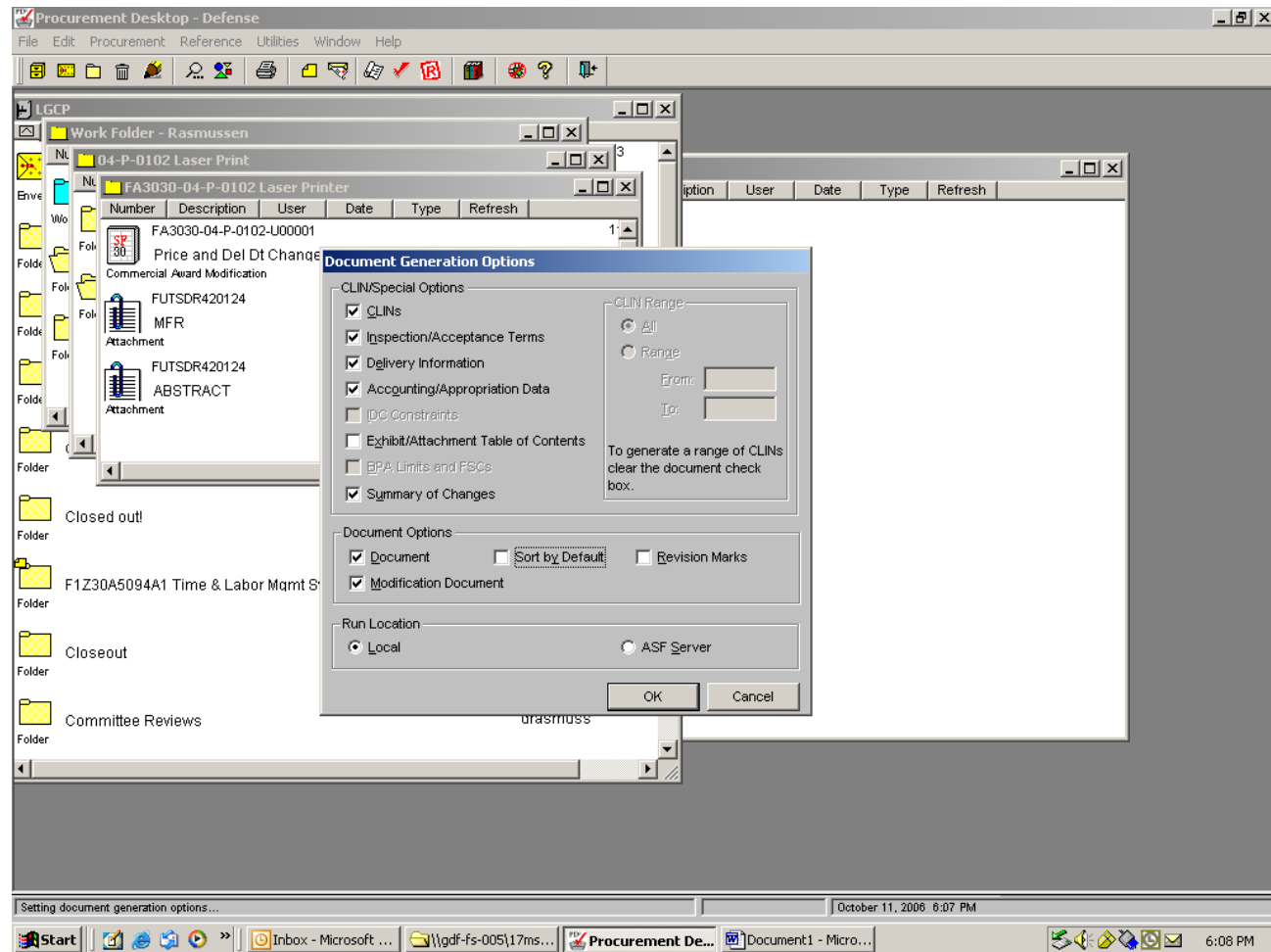


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# PD2 MODIFICATIONS



1. **UNCHECK**  
“Sort by  
Default”
2. **Leave every-  
thing else  
Checked**
3. **Click OK**



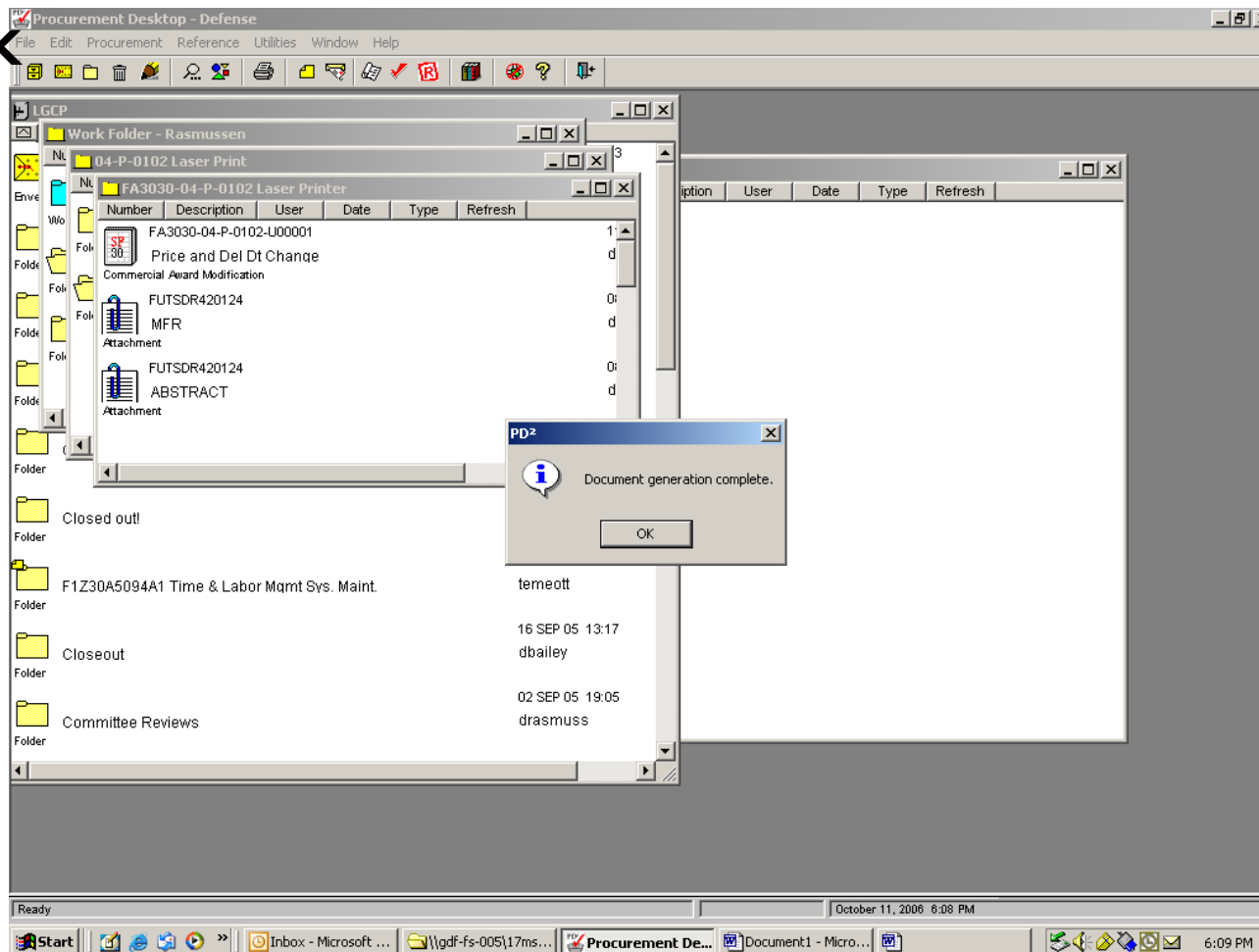


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# PD2 MODIFICATIONS



## 1. Click on the OK





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# PD2 MODIFICATIONS



1. Open your file
2. Click on Document Options
3. Click Modifications

On next screen

Click on  
“Summary of  
Changes”

**Procurement Desktop - Defense**

File Edit Line Items Document Options Window Help

**Commercial Award**

SF30 1-10

AMENDMENT

2. AMENDMENT MODIFICATION

4. REQUISITION/PURCHASE ORDER

6. ISSUED BY

17TH CONTRACTING SQUADRON

8. NAME AND ADDRESS

FORCE 3

CODE

0TC84

FACILITY CODE

Add

1. CONTRACT ID CODE

0102-U00001

2. CONTRACT

1449 17-26

SF1449 27-31

Clauses

3. EFFECTIVE DATE

11-Oct-2006

5. PROJECT NO. (if applicable)

7. ADMINISTERED BY (if other than item 6)

FA3030

7TH CONTRACTING SQUADRON - FA3030

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.

FA3030-04-P-0102

10B. DATED (SEE ITEM 13)

24-AUG-2004

Details... Delete

Details... Delete

16 SEP 05 13:17

dbailey

02 SEP 05 19:05

drasmuss

Ready

October 11, 2006 6:09 PM

Start

Inbox - Microsoft ...

\\gdf-fs-005\17ms...

Procurement De...

Document1 - Micro...

6:10 PM



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# PD2 MODIFICATIONS

**DO NOT CHANGE THE SYSTEM GENERATED “SUMMARY OF CHANGES”**

1. Add Text
2. Edit Text

The screenshot displays the 'Procurement Desktop - Defense' application. The main window is titled 'Commercial Award Modification - FA3030-04-P-0102-U00001'. It features a table with the following columns: Section, Clause Number, Clause Title/Description, and Incorporation. The table contains two rows: one for 'SF 30' with 'N/A' and 'Purpose', and another for 'SF 30' with 'N/A' and 'Summary of Changes'. Below the table are buttons for 'Delete', 'Add Clause...', 'Edit', 'Usage', and 'Add Text...'. A secondary window is open, showing a list of folders: 'Closeout' and 'Committee Reviews'. The 'Closeout' folder is selected, showing a list of items with dates and times: '16 SEP 05 13:17 dbailey' and '02 SEP 05 19:05 drasmuss'. The Windows taskbar at the bottom shows the date as 'October 11, 2006 6:20 PM' and the time as '6:21 PM'.

Section	Clause Number	Clause Title/Description	Incorporation
SF 30	N/A	Purpose	
SF 30	N/A	Summary of Changes	

Buttons: Delete, Add Clause..., Edit, Usage, Add Text...

Folder List: Closeout, Committee Reviews

Item List (under Closeout): 16 SEP 05 13:17 dbailey, 02 SEP 05 19:05 drasmuss



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# PD2 MODIFICATIONS



1. State the purpose
2. Identify what the modification is changing
2. This should be clear to any party reading the modification
4. May need to add the "Release of Claims"
5. No need to add "No other changes..." already on form

The screenshot shows a Microsoft Word document titled "pd24809 - Purpose". The document content is as follows:

The purpose of this modification is to change the price of CLIN 0001, total of the order, and change the delivery date.

A. The unit price and amount of CLIN 0001 is changed:  
From: \$3,995.00 To: \$4,045.00 respectively  
A net increase of \$50.00

B. Block 25 of the SF 1449 is changed:  
From \$3,995.00 To: \$4,045.00  
A total increase of \$50.00

C. The delivery date is hereby changed:  
From: To:

Note: This has been coordinated between Brenton Dumas at 17<sup>th</sup> Contracting and John Doe of XX XXXX, on 12 Oct 2006.

—

At the bottom of the window, a status bar indicates: "Reac pd24809: 489 characters (an approximate value)."



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# PD2 MODIFICATIONS



## DO NOT CHANGE THE SYSTEM GENERATED “SUMMARY OF CHANGES”

1. Open System Generated Summary of Changes
2. Add to the title something to the effect:  
  
“GENERATED BY THE CONTRACTING SYSTEM”

pd24808 - Summary of Changes

Normal Times New Roman 10 B I U

File Edit View Insert Format Tools Table Window Help

1 2 3 4 5 6 7

**SUMMARY OF CHANGES GENERATED BY THE CONTRACTING SYSTEM**

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The total cost of this contract was increased by \$50.00 from \$3,995.00 to \$4,045.00.

SUPPLIES OR SERVICES AND PRICES

CLIN 2400

The unit price amount has increased by \$50.00 from \$3,995.00 to \$4,045.00.

The total cost of this line item has increased by \$50.00 from \$3,995.00 to \$4,045.00.

ACCOUNTING AND APPROPRIATION

Summary for the Payment Office

As a result of this modification, the total funded amount for this document was increased by \$50.00 from \$3,995.00 to \$4,045.00.

CLIN 2400:

AA: 5743400 304 6436 613470 030000 63710 84734F 660700 F60700 was increased by \$50.00 from \$3,995.00 to \$4,045.00

DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 2400 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
23-SEP-2004	1	17 TRSS/TSN - FUTSDR MAJOR KILLGORE 131 FLIGHTLINE AVE BLDG. 112 GOODFELLOW AFB TX 76908 325-654-3925	FUTSDR

Read pd24808: 1,176 characters (an approximate value).

Start | Inbox - Micros... | \\gdf-fs-005\... | Procurement... | Document1 - ... | pd24808 - Su... | 6:23 PM

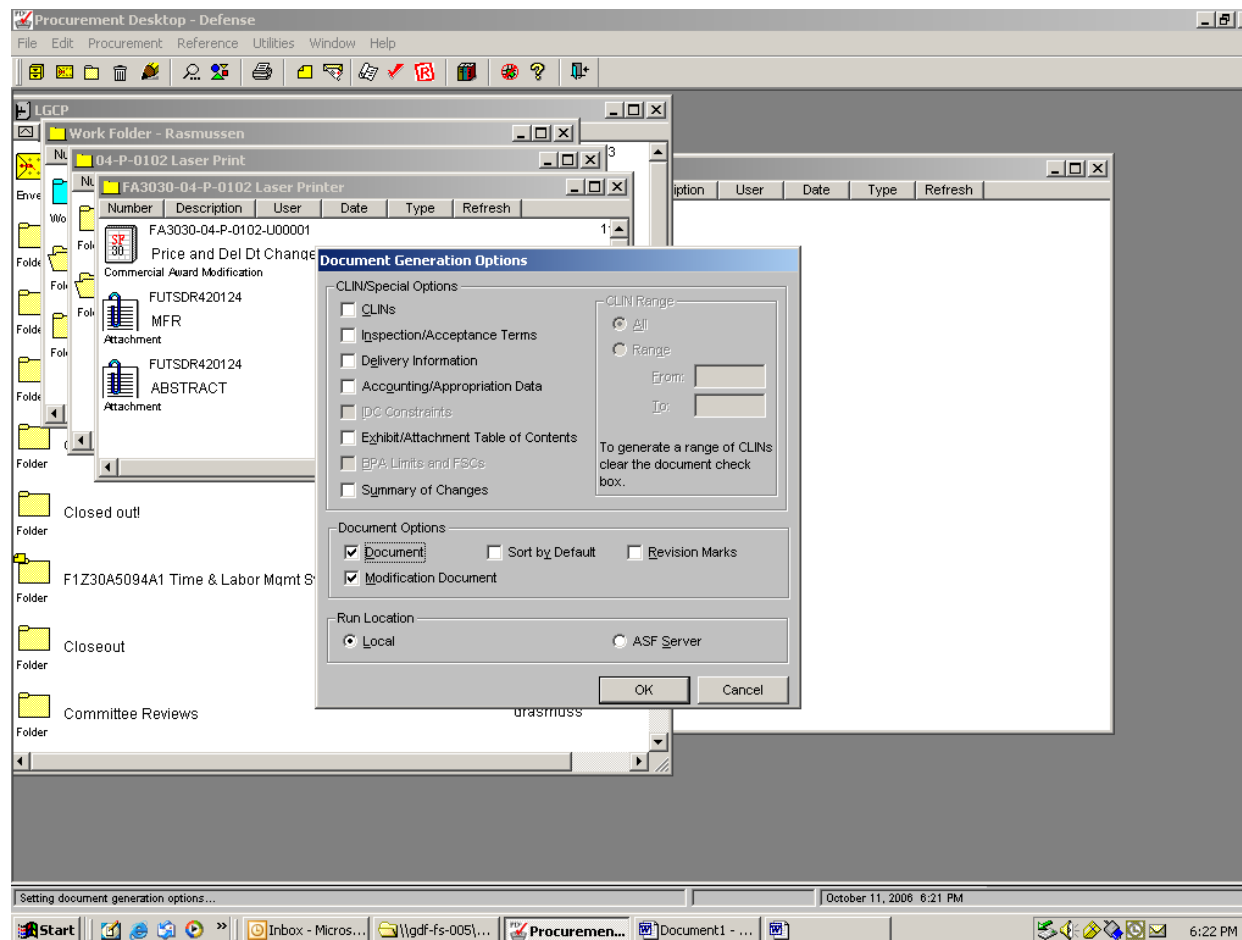


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# PD2 MODIFICATIONS



1. **UNCHECK**  
"Sort by  
Default"
2. **Ensure**  
**Document and**  
**Modification**  
**Document is**  
**checked**
3. **Click OK**





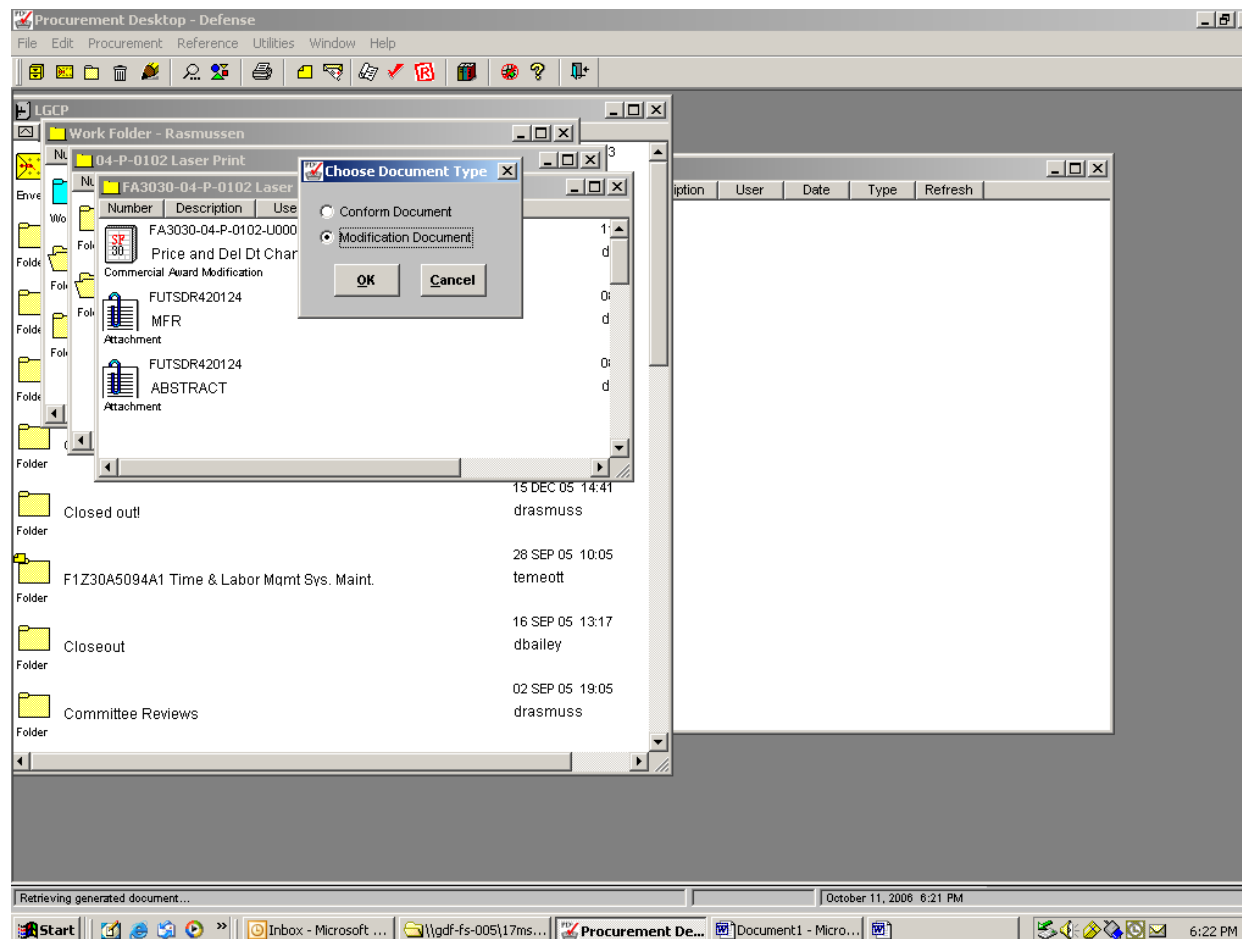


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# PD2 MODIFICATIONS



1. To view your modification
2. Click on your modification
3. Right Click
4. Print Preview
5. Check Modification Document
6. Click OK





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# PD2 MODIFICATIONS

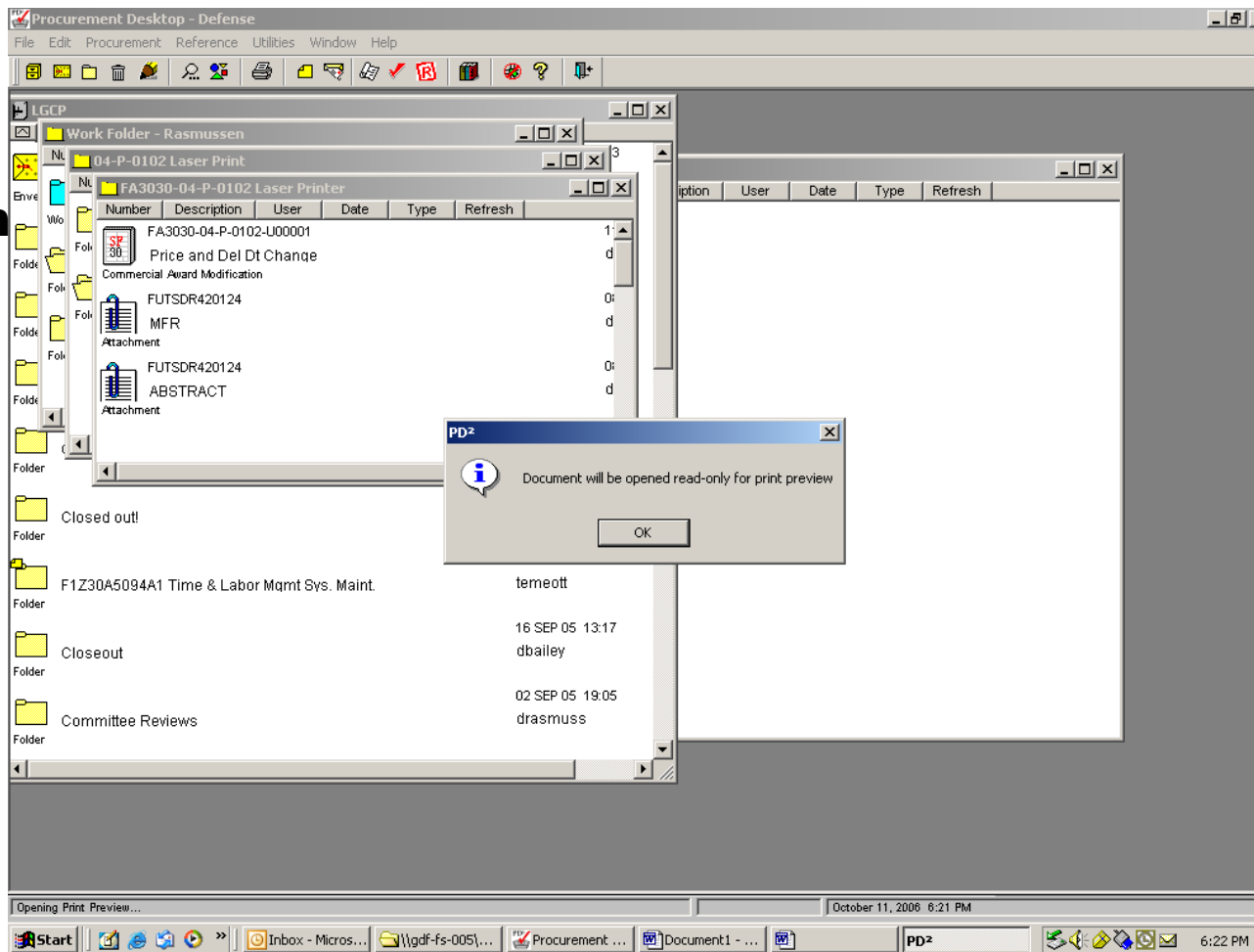


1. Click OK

2. If the document is in the format you like

3. Forward to your CO for signature

(If you work for Ms Rasmussen be ready to work a while until pages look good and the clauses are not divided up.)





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# PD2 MODIFICATIONS



- QUESTIONS